

## Personnel Administrator/Hiring Manager Quick Reference for New Hires and Rehires

Critical Forms and Processes	Additional Resources	Classified	Faculty	Adjunct Faculty, Post-Doctoral Fellow	Graduate Assistant	Hourly (Wage) Worker	Work-Study Student	Student Worker
Express Hire – go to Banner EXPHIRE at <a href="http://www.eservices.vcu.edu/">www.eservices.vcu.edu/</a> (click on Banner Forms - INB)	<a href="#">Express Hire &amp; HireRight User Guide</a>	X	X	X	X	X	X	X
Criminal Conviction Background Check – go to <a href="http://www.hireright.com/login.aspx">www.hireright.com/login.aspx</a>	<a href="#">Criminal Conviction Background Check</a> <a href="#">Decentralized Hiring Guidelines</a> <a href="#">Decentralized Fingerprinting Procedures</a>	X	X	X	X	X	X	X
<a href="#">Personnel/Position Action Form (PAF)</a>	<a href="#">PAF Reference Guide</a>	X	X	X	X	X	X	X
Electronic Form I-9 – go to <a href="http://www.hireright.com/login.aspx">www.hireright.com/login.aspx</a>	<a href="#">Checklist for Completing Form I-9s</a> <a href="#">USCIS Handbook for Employers</a>	X	X	X	X	X	X	X
Federal Tax Withholding Form: <a href="#">W-4</a>		X	X	X	X	X	X	X
State Tax Withholding Form: <a href="#">VA-4</a>		X	X	X	X	X	X	X
<a href="#">Tax Documents For Non-U.S. Citizens</a>		X	X	X	X	X	X	X
<a href="#">Payroll Direct Deposit Authorization</a> – with voided check or deposit slip stapled to form	<a href="#">Direct Deposit FAQs</a>	X	X	X	X	X	X	X
<a href="#">Personal Data Form (PDF)</a>	<a href="#">Criteria for Identifying Other Eligible Veterans</a>	X	X	X	X	X	X	X
<a href="#">Child Support Disclosure Form</a>		X	X	X	X	X	X	X
<a href="#">Worker's Right-To-Know Statement</a> – send to VCU Office of Environmental Health & Safety at P.O. Box 980112	<a href="#">Worker's Right-to-Know Brochure</a>	X	X	X	X	X	X	X
<a href="#">Policy Checklist</a>	<a href="#">Decentralized Employment Orientation</a>			X	X	X	X	X
Employment Contract Letter – signed by faculty member			X					
Application for Employment – use on-line at <a href="mailto:eJobs@VCU">eJobs@VCU</a>		X			X	X	X	X
<a href="#">Reference Check Form</a> – copy should be kept in department selection file, not sent to HR (NOTE: Classified reference checks are required to be submitted to the HR Generalists as part of the eJobs process)		X	X	X	X	X	X	X
<a href="#">Employment Offer Letter for Decentralized Hires</a> – copy should be kept in departmental selection file, not sent to HR	<a href="#">Decentralized Employment Orientation</a>			X	X	X		
<a href="#">Wage Position Description (WPD)</a> – copy should be kept in departmental selection file, not sent to HR	<a href="#">Process for Hiring Hourly Workers</a> (decentralized and centralized)					X		
Work-Study Approval – attach copy of email confirmation from VCU Financial Aid							X	

**NOTES:**

- [Click here](#) for new-hire/rehire PA resource card.
- Benefit enrollment forms for faculty and classified staff are completed and collected by HR during orientation.

Revised: May 26, 2009  
Last Revised: May 11, 2009  
Created: June 11, 2004